

## ETHICS CONSIDERATIONS ABOUT SEPARATING FROM CITY SERVICE

The Seattle Ethics Code, in *Seattle Municipal Code (SMC) 4.16.075*, limits certain activities of former City employees. When you leave your City position, your actions are subject to this law.

If you are unsure if something you do in your City job would limit your future activities, please contact the SEEC for advice. In many cases, Commission staff can help you determine how to accomplish your goals and comply with the law. **Advice received and acted on in good faith can protect you from future enforcement actions.** (*SMC 4.16.085*)

### After leaving your City position:

- ▶ You may not disclose or use any confidential information you gained through your job. This provision has no time limit. (*If you are unsure if certain information can be disclosed to the public, check with your department's Public Disclosure Officer.*)
- ▶ **For 2 years** after leaving City employment, you may not assist any person on a matter in which you participated while an employee.
- ▶ **For 1 year** after leaving, you may not communicate with an employee of your former department on behalf of any person regarding a matter involving the City.
- ▶ **For 1 year** after leaving, you may not participate as a competitor in any competitive selection process for a City contract in which you assisted in developing the project, the scope of work, or the selection process.

*Some of the terminology is defined in the Ethics Code, in SMC 4.16.030:*

"ASSIST" means to act, or offer or agree to act, in such a way as to help, aid, advise, furnish information to, or otherwise provide assistance to another person.

"MATTER" means an application, submission, request for a ruling or other determination, permit, contract, claim, proceeding, case, decision, rulemaking, legislation, or other similar action. Matter includes the preparation or discussion of administrative rules or legislation, but does not include advice or recommendations regarding broad policies and goals.

"PARTICIPATE" means to consider, investigate, advise, recommend, approve, disapprove, decide, or take other similar action.

"PERSON" means an individual, association, corporation, or other legal entity.

This law permits many future professional interactions with the City. For example, after leaving the City you *may*:

- ▷ Work for the City as a temporary employee, even in your former department.
- ▷ Be hired under contract to work for the City, except as described above.
- ▷ Represent another governmental agency in City matters you were involved in, unless the actions are against the City's interests.

**If you are offered or are considering a job with a City contractor or vendor that you work with in the City**, you must stop your official City activities with regard to that potential employer immediately. See *SMC 4.16.070(1)(a)*. Call the SEEC right away for advice about your situation.

**If you are considering a future job working on City of Seattle matters or working with City contractors, be sure to contact the SEEC for advice, in advance.**



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